

ACCOUNTING MANAGER

DEFINITION

To plan and supervise the general accounting, payroll and business license functions of the Finance Department, and to perform advanced level accounting duties.

EQUIPMENT, METHODS AND GUIDELINES

Uses Federal, State and local laws, policies, procedures, as well as municipal accounting and auditing practices. Fixed Asset accounting and financial record keeping, telephones, FAX machine, PC terminal, printer, calculator, adding machine, copy machine and various resource materials.

WORKING CONDITIONS

Predominantly inside work. Conditions also involve some travel and attendance at meetings, including some that are conducted in the evening. May also include irregular hours.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including that color vision necessary to accurately interpret visual displays), as well as the manual dexterity necessary to operate computer and business machines. The work requires the ability to communicate clearly and concisely, orally and in writing.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Finance.

Exercises direct supervision over technical and clerical staff assigned to Finance Department.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Assist in the development and implementation of goals, objectives, policies and priorities.

Plan, assign, schedule and review the work of assigned technical and clerical staff.

Direct the preparation and processing of accounts payable, accounts receivable, payroll, and business license.

Set up and maintain journals, ledgers and supporting financial records; supervise the maintenance of the General Ledger.

Review and authorize all journal entries recorded into the accounting system.

Assist City Treasurer with investment activities; prepare monthly summary reports.

Review, monitor and code all purchase orders and equipment contracts.

Assist in the preparation of financial reports and analyses; prepare records for audit and assist auditors.

Attend meetings and conferences as assigned by the Director of Finance.

Supervise, train and evaluate staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of

Principles and methods of finance administration, particularly in the areas of accounting, budgeting and auditing.

Modern office practices, procedures, methods and equipment.

Laws regulating the financial administration of City government.

Modern principles and practices of purchasing.

Modern principles of Fixed Asset accounting.

Principles and practices of general and municipal government accounting and auditing.

Ability to

Prepare financial statements, reports and analyses.

Analyze and interpret financial and accounting records.

Communicate clearly and concisely, orally and in writing.

Supervise, train and evaluate professional, technical and clerical staff.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Four years of progressively responsible experience in accounting and auditing work, preferably including two years in a supervisory capacity.

Education

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or business administration.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate California driver's license.

ALLOCATION FACTOR/DISTINCTION

Management position.

